

GROUP DAY CARE STAFF ORIENTATION CHECKLIST

Use of form: This form is voluntary; however, its completion will facilitate the licensing process and verify compliance with ss. HFS 46.05 (2)(a) and 46.04(5)(a)5 of the Wisconsin Administrative Code.

Instructions: Upon completion of orientation, trainer and staff are to initial and date in the space provided next to each policy or procedure.

Name - Staff Person (Last, First, MI)	Position	Start Date
Name - Trainer	Position	

Policy / Procedure	Staff		Trainer	
	Initials	Date	Initials	Date
Review of HFS 46, Wisconsin Rules for Group Day Care Centers				
Review of center policies required under s. HFS 46.04(2)(h) and (l)				
Training on emergency procedures, including the operation of a fire extinguisher				
First aid procedures				
Job responsibilities in relation to the job description				
Training in: Recognition of childhood illnesses				
Infectious disease control				
Hand washing procedures				
Universal precautions for handling body fluids				
SIDS risk reduction procedure				
NOTE: Must be completed prior to beginning work				
Schedule of activities of the center				
Review of child abuse and neglect laws and reporting procedures				
Procedure for ensuring that all child care workers know the children assigned to their care and their whereabouts at all times				
Child management techniques				
Integration of children with disabilities into the program				